

TRAINING

ANNOUNCEMENT



FEMA

FEB Continuity Course

COURSE:

RECONSTITUTION PLANNING WORKSHOP

ONLY FEDERAL EMPLOYEES MAY ATTEND THIS CLASS

DESCRIPTION:

The reconstitution planning workshop will assist continuity and reconstitution managers in the development of effective and comprehensive reconstitution planning for their agencies. Topics will include the identification of planning members, types of reconstitution, development of reconstitution plans, and special considerations for reconstitution planning.

DATES /TIMES:

January 30-31, 2014
8:30 am- 4:00 pm

LOCATION:

Robert H. Jackson United States Courthouse
2 Niagara Square
Jury Assembly Room
Buffalo, NY 14202

REGISTRATION

Please register on line at:

<https://www.eventbrite.com/e/buffalo-reconstitution-planning-workshop-tickets-9882550976>

OBJECTIVES:

Upon completion of this course, participants should be able to do the following:

- Describe the activation protocols for reconstitution for your agency
- Tailor the reconstitution Template to meet your organization's needs
- Identify special considerations for reconstitution planning
- Develop your organization's reconstitution plan

ELIGIBILITY:

Federal employees responsible for Continuity planning.

COSTS:

There are no tuition fees for this course. Participants from Federal agencies must pay their own transportation and lodging fees.

ENROLLMENT:

Class participation is limited; however, a waitlist will be established and applicants will be contacted should there be a cancellation.

Applicants with special needs should contact the Course Manager to arrange/discuss specific requirements.

EMI Applications will be completed during the class.

In order to reduce the risk of identity theft, FEMA, the National Fire Academy (NFA), and the Emergency Management Institute (EMI) are eliminating the use of the Social Security Number (SSN) on the 119-25 applications. Applications without a Student Identification(SID) number will not be processed until the FEMA SID is provided to NETC Admissions..

What do I need to do? Obtain a FEMA Student Identification (SID) number. **(You only need to obtain it once)**

How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

If you need assistance, please email femasidhelp@cdpemail.dhs.gov or

call 866-213-9699. This Help Desk is open from 7:30 a.m. – 4:30 p.m. (CST).

What do I do with this new SID number I've been assigned?

The SID number must be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1, Box 3) and the General Admissions Application Short Form (FEMA Form 119-25-2, Box 3) for any courses that begin on or after October 1, 2012.

**APPLICATION
DEADLINES:**

January 29, 2014

**COURSE MANAGER &
TRAINING POINT OF
CONTACT:**

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